



UNITED STATES BANKRUPTCY COURT

Central District of California
3420 Twelfth Street, Suite 345
Riverside, CA 92501-3819

Meredith A. Jury
United States Bankruptcy Judge

Telephone: (909) 774-1043
Fax: (909) 276-0773

Instructions Regarding Telephonic Appearances for Judge Jury

1. A written request must be mailed or called into the Courtroom Deputy (951) 774-1091 or the Judicial Assistant (951) 774-1043 at least three (3) days prior to the hearing:

Hon. Meredith A. Jury
United States Bankruptcy Court
3420 Twelfth Street, Suite 345
Riverside, CA 92501-3819
Attention: Judicial Assistant
2. The written or verbal information must contain the following information:
 - a) the name of the case and the bankruptcy case number;
 - b) the date and the time of the hearing and the type of matter to be heard;
 - c) the reason for the telephonic appearance and name of the person who will make the appearance; and
 - d) contact information including address, telephone and fax numbers
3. Once the Judge has granted the request, the Judicial Assistant will call and advise that personal appearance is required or fax you information that telephonic appearance has been authorized. The "Telephonic Conferencing Procedures" will be faxed to you. You must arrange for the conference call yourself through the telephone conferencing contact numbers provided by the Judicial Assistant. **YOU ARE RESPONSIBLE FOR FOLLOWING UP AND MAKING THE ARRANGEMENTS FOR THIS CALL.**
4. The Judicial Assistant will advise the Courtroom Recorder and Courtroom Deputy of the approval of the request, so that they are aware of the telephonic appearance.